



**nhc**

National Heritage Council  
SOUTH AFRICA

an agency of the  
Department of Sport, Arts and Culture

**ACCOUNTANT: REVENUE AND ASSETS  
REFERENCE NUMBER: AR/CS/01/2022  
PRETORIA**

NATIONAL HERITAGE COUNCIL (NHC) of South Africa through the NHC Act, 1999 (Act of 1999), is responsible for the preservation, protect and promotion of heritage for sustainable development.

The National Heritage Council has a vacancy for Accountant to provide assistance to the Finance Manager and responsible for the management and costing and depreciation of fixed and current assets, revenue and cash management;

**KEY PERFORMANCE AREAS**

- Financial Management and controls on fiscal allocation for the operations of the NHC
- Achievement of unit's operational plans
- Maintain NHC's culture within the unit
- Support the Finance Division

**REQUIREMENTS:**

- B. Com Degree in Accounting
- 5-8 years working experience in Accounting / Finance
- Microsoft Excel - Advanced
- MS Office
- Must be able to work under pressure
- General Ledger functions
- Establish and maintain tables of accounts and ensure that entries are assigned to proper accounts.
- Analyse business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Year – end adjusting journals
- Financial norms and standards
- Financial and Management accounting knowledge and skills
- Understanding of Corporate Governance
- Public Finance Management Act, Financial
- Delegations, Basic Accounting Skills and Accuracy.

- Understanding of the strategic delivery requirements of NHC
- Responsible for the annual audit process
- Information systems management such as MS word, Power Point, Pastel, Excel

## KEY SKILLS

- Discretion and trustworthiness: you will often be party of confidential information
- Flexibility and adaptability;
- Process payments
- Good oral and written communication skills;
- Organisational skills and the ability to multitask;
- The ability to be proactive and take initiative;
- Tact and diplomacy;
- Communication skills;
- Time management;
- Accuracy and attention to detail;
- Administrative skills;
- Confidence;
- Good team working skills;
- Budgeting and Planning
- Thorough knowledge of basic accounting procedures
- Understanding of GRAP
- Awareness of business trends
- Familiarity with financial accounting statements
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- Driver's license and own transport
- Monitor compliance with generally accepted accounting principles and NHC procedures
- Reviews, investigates and corrects errors and inconsistencies in financial entries, documents and reports

**The NHC is an equal opportunity employer and encourages applications from women and people with disabilities.**

Interested persons who meet the above criteria should forward their applications and detailed Curriculum Vitae to Human Resources Unit: National Heritage Council, P.O. Box 74097, Lynnwood Ridge 0040 or e-mail [hr@nhc.org.za](mailto:hr@nhc.org.za)

**Closing date: 19 April 2022**

Applications not responded to within **30 days** of closing date must be considered unsuccessful.

**PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.**

The NHC is an equal opportunity employer. As such, it is committed to the Employment Equity Act and will through the filling of this vacancy, give preference to candidates from designated groups in terms of the Employment Equity Act. By applying for this position at the NHC, the applicant understands, and agrees that the NHC may solicit a credit and criminal report from registered credit bureau and/or South African Police Services (in relation to positions that requires trust and honesty and/or entail the handling of cash or finances), and may also verify the applicant's educational qualification and employment history. The NHC reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.